

# FACTSHEET

**Instructions:** If a question does not apply, **DO NOT DELETE IT**, just put "NA". Please try to keep it to **ONE** page only. Submit **one original**, with your Request Form, to City Clerk.

**TITLE:**  
Request to create the classification of  
City Council Secretary

**BOARD/COMMITTEE:**  
City Personnel Board

**APPLICANT:**  
Doug McDaniel

**RECOMMENDATION:**  
Denied

**STAFF RECOMMENDATION:**  
NA

**OTHER DEPARTMENTS AFFECTED:**  
City Council

**SPONSOR:**  
Human Resources

**OPPONENTS:**

**REASON FOR LEGISLATION:**  
Request to create the following classification:

0629 City Council Secretary

E04 (\$44,206.24 – \$56,436.34)

**DISCUSSION / FINDINGS OF FACT:**

Position requested by City Council

**POLICY OR PROGRAM CHANGE:**  Yes  No

**OPERATIONAL IMPACT ASSESSMENT:**

**COST OF TOTAL PROJECT:** \$4,573.92

**RELATED ANNUAL OPERATING COSTS:**

**SOURCE OF FUNDS:** Tax

**CITY:**

**NON-CITY:**

**FACTSHEET PREPARED BY:** Doug McDaniel

**DATE:** 2-15-18

**REVIEWED BY:**

**DATE:**